



2021-22 School Year Board Meeting #11 Minutes

Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2021-22 School Year Board Meeting #11 at 6:30 PM on May 25, 2022.

Frederica Jeffries, Chair requested verification from the members present of “The Notice of Meeting” sent to each of the members of the board via email. Each member noted the proper notification was received.

Pursuant to the NY State Public Meetings Law the public notice of meeting was provided in the following manner thus meeting the law’s requirement of media and public notice:

- The Wave via email
- Public Posting at CPCS Office
- CPCS Websites and Social Media Sites

Karon McFarlane, Secretary of the Board of Trustees called the roll of the board.

Members present: Frederica Jeffries, Gertrudis Hernandez, Karon McFarlane, and Linda Plummer

Members absent: Dr. Michelle Daniel-Robertson and Andrew Barnes

Also, present: Michael R. Estep. He was given the rights of the floor to speak during the meeting by common consent.

The Chair offered opportunity for any questions from the public. No comments or questions were offered.

1. The agenda was approved by common consent.
2. The Chair called for a review of the minutes of the 2021-22 School Year Board Meeting #10 [Attachment #1]. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings shared with the Board about the year-end activities including the Kindergarten Moving Up Ceremony, 5th Grade Graduation, 8th Grade Graduation and Field Day June 23, 2022. He announced that Challenge has been selected for the Summer Boost NYC program with a grant of \$593,040 that will be used for 353 scholars in grades 1-8 to attack learning loss they experienced the last two years. The program will also have an Enrichment program during the afternoon sessions. It will run from July 5 – August 5, 2022. Challenge will host a Career and Job Fair



on June 9, 2022 in the Challenge High School Gym sponsored by the NYS Department of labor. 52 Exhibitors will offer 4200 job opportunities to our community residents.

Following discussion, the report was received with appreciation.

4. The Chair called attention to the printed report of Kentia Coreus, Senior Director of Elementary Teaching & Learning [Attachment #2]. The report was received with appreciation.
5. The Chair called attention to the printed report of Nicole Griffin, K-5 Principal [Attachment #3]. The report was received with appreciation.
6. The Chair called attention to the printed report of Mavgar Mondesir, Senior Director of Secondary Teaching & Learning and 6-10 Principal [Attachment #4]. The report was received with appreciation.
7. The Chair called attention to the printed report of Tameeka Richards, Director of Pupil Personnel Services [Attachment #5]. The report was received with appreciation.
8. The Chair called attention to the printed report of Kimberly Messer, Director of Communications [Attachment #6]. The report was received with appreciation.
9. The Chair called attention to the printed report of Natalie Zadok, Director of Special Education [Attachment #7]. The report was received with appreciation.
10. The Chair called attention to the printed report of Janis Vaughn, Director of Student Enrollment & Recruitment [Attachment #8]. The report was received with appreciation.
11. The Chair called attention to the printed report of Michael R. Estep, Acting Director of Operations [Attachment #9]. The report was received with appreciation.
12. The Chair called attention to the printed report of Dale Richardson, Director of Technology [Attachment #10]. The report was received with appreciation.
13. The Chair called for the April 2022 Financial Report [Attachment #11]. The report highlighted the tight financial year the school was experiencing due to the onboarding of the new high school facilities and the equipping of the building



along with other factors. Following review, the report was received by common consent.

14. The Chair called for the presentation of the 2021-22 May 2022 Personnel report [Attachment #12]. The report contained the recommendation to approve the renewal of academic year employees for the 2022-23 school year contracts. Gertrudis Hernandez moved for the reports approval with a second from Linda Plummer, the motion carried unanimously.

15. The Chair called for the 2022-23 Budget Assumptions Report. The report calls for a 3% raise for existing employees for the 2022-23 school year. Gertrudis Hernandez moved for the reports approval with a second from Linda Plummer, the motion carried unanimously.

The meeting adjourned by common consent.

Respectfully submitted:

A handwritten signature in blue ink that reads "Karon K. McFarlane". The signature is written in a cursive style.

Karon McFarlane
Secretary



ATTACHMENT #1

CPCS

2021-22 School Year

Board Meeting #10

Minutes

See Prior Month

Minutes for Attachments



2021-22 School Year Board Meeting #10 Minutes

Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2021-22 School Year Board Meeting #10 at 6:30 PM on April 27, 2022.

Frederica Jeffries, Chair requested verification from the members present of “The Notice of Meeting” sent to each of the members of the board via email. Each member noted the proper notification was received.

Pursuant to the NY State Public Meetings Law the public notice of meeting was provided in the following manner thus meeting the law’s requirement of media and public notice:

- The Wave via email
- Public Posting at CPCS Office
- CPCS Websites and Social Media Sites

Karon McFarlane, Secretary of the Board of Trustees called the roll of the board.

Members present: Frederica Jeffries, Gertrudis Hernandez, Karon McFarlane, Linda Plummer and Andrew Barnes

Members absent: Dr. Michelle Daniel-Robertson

Also, present: Michael R. Estep. He was given the rights of the floor to speak during the meeting by common consent.

The Chair offered opportunity for any questions from the public. No comments or questions were offered.

1. The agenda was approved by common consent.
2. The Chair called for a review of the minutes of the 2021-22 School Year Board Meeting #9 [Attachment #1]. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings shared with the Board that the NYS Testing for Math and ELA continues for our scholars. We continue to monitor COVID-19 with our staff and scholars. Challenge is applying for the Summer Boost NYC grant that focuses on providing a 24-day academic program for scholars that suffered significantly from learning loss during the last two school years. The focus is on ELA & Math. We are applying for 282 scholars to be in the program that would begin on July 5 and end



on August 5, 2022. We are preparing for year-end activities and preparing for the 2022-23 school year budget.

Following discussion, the report was received with appreciation.

4. The Chair called attention to the printed report of Kentia Coreus, Senior Director of Elementary Teaching & Learning [Attachment #2]. The report was received with appreciation.
5. The Chair called attention to the printed report of Nicole Griffin, K-5 Principal [Attachment #3]. The report was received with appreciation.
6. The Chair called attention to the printed report of Mavgar Mondesir, Senior Director of Secondary Teaching & Learning and 6-10 Principal [Attachment #4]. The report was received with appreciation.
7. The Chair called attention to the printed report of Tameeka Richards, Director of Pupil Personnel Services [Attachment #5]. The report was received with appreciation.
8. The Chair called attention to the printed report of Kimberly Messer, Director of Communications [Attachment #6]. The report was received with appreciation.
9. The Chair called attention to the printed report of Natalie Zadok, Director of Special Education [Attachment #7]. The report was received with appreciation.
10. The Chair called attention to the printed report of Janis Vaughn, Director of Student Enrollment & Recruitment [Attachment #8]. The report was received with appreciation.
11. The Chair noted that the Director of Operations is on maturity leave. [Attachment #9].
12. The Chair called attention to the printed report of Dale Richardson, Director of Technology [Attachment #10]. The report was received with appreciation.
13. The Chair called for the March 2022 Financial Report [Attachment #11].

Following review, the report was received by common consent.



14. The Chair called for the presentation of the 2021-22 April 2022 Personnel report [Attachment #12]. The report was received by common consent in that there were no new employess hired since the last meeting.

The meeting adjourned by common consent.

Respectfully submitted:

A handwritten signature in blue ink that reads "Karon K. McFarlane". The signature is written in a cursive style.

Karon McFarlane
Secretary



Attachment #2



Senior Director of Teaching and Learning K-5
May 2022 Board Report
 (Covering April 11, 2022 - May 17, 2022))
Kentia Coreus

Enrollment Compliance

Grade	Total Scholars	# of scholars w/IEPs	# of ENL scholars*
K	104	13	0
1	116	21	3
2	118	19	3
3	97	15	4
4	94	15	8
5	95	13	2
Totals	624	96	20

source: Student Enrollment Weekly Report sent on May 6, 2022

* *In-progress*

Ongoing Teaching & Learning Tasks

- Manage personnel, curricula, and partnerships in support of the educational program
- Monitor the effectiveness of the educational program by reviewing data, observing instruction and scholars at each K-5 site , school culture, and academic operations
- Supervise the K-5 principal by conducting regular check-ins and weekly supervision meetings
- Coach and mentor staff when needed
- Listen and respond to staff and family grievances
- Planning for SY 2022-2023

Ongoing COVID-19 Response

- Attend monthly webinars with the New York State Charter Association where information is provided by the Board of Regents and all three NYS charter authorizers. Share information with pertinent staff where needed
- Maintain awareness of DOE, NYS, and DOH guidelines related to COVID-19
- Connect with external school leaders to share/collect ideas for supporting scholars and staff
- Collaborate with COVID coordinator, human resources, and site principal to manage COVID-related issues

Charter Compliance

ACR Visit- scheduled for June 2, 2022

SDTLs, principals, and the senior advisor met with our authorizer on May 13 for a pre-acr planning meeting. Below is the agenda for the DOE-School Leader meeting. The SDTL shared complete notes.

Agenda for DOE & School Leader meeting

- Describe challenges and victories from this school year.
- Overall enrollment discussion
 - DATA: **CCS' current enrollment is 954. This is -3% of the 85% enrollment requirement**
 - What is causing a decrease in enrollment?
 - What are our enrollment projections for the upcoming school year? [Authorized enrollment is 1272, our goal must be at least 85% of that which would be 1082]
- Please provide an update on the facilities plans
- Discussion of overall enrollment
 - CCS's overall retention from Oct 2020-Oct 2021 is 80%
 - CSD's overall retention rate from the same period is **N/A**. Ms. Hazeley will get this info to us
- Discussion of enrollment and retention of special populations: ELL STUDENTS
 - DATA: **CCS' ELL student enrollment rate is 5%. The CSD is at 18%**
 - DATA: **CCS' ELL student retention rate is 84%. The CSD is at 83%. This meets charter law requirements.**
 - What impact did implementing an ELL preference have on ELL enrollment?
 - What actions were taken to increase ELL enrollment? What actions will be taken in the future?
- Discussion of enrollment and retention of special populations: SWD & ED
 - DATA: **CCS' SWD student enrollment rate is 16%. The CSD is at 20%**
 - DATA: **CCS' SWD student retention rate is 81%. The CSD is at 85%**
 - DATA: **CCS' ED student enrollment rate is 79%. The CSD is at 76%**
CCS' ED student retention rate is 81%. The CSD is at 85%
 - **Discussion Question: Does 79% accurately represent your student demographics?**
- Discussion of Assessment Data
 - Comparison of CCS vs. CSD ELA & Math State Assessment data (2019)
 - What internal assessments are you using? What do our internal assessments tell us?
 - How do we use data at different levels in the organization to make decisions?
 - How do teachers use data on a day-to-day basis?
- Discussion of scholar wellness
 - How are we addressing the SEL needs of our scholars?
- Discussion of ACR Report
 - Visitor may ask questions about staffing/board etc.
- Discussion of plans for the summer
- Discussion of any material charter revisions that may be coming up
- Discussion of discipline policy drafting, board approval, implementation timelines (LH confirmed this is a non-material charter revision and that a *Letter of Deficiency* is forthcoming)

Teacher Certification

The SDTL reviewed the Spring 2022 teacher certification analysis spreadsheet and identified necessary next steps. Teachers with certifications expiring within the upcoming school year received a memo containing specific details about their certification, their current TEACH status, and directions on how to seek a certification consultation from the NYC Charter Center via our participating in their certification services. Updates about certification requirements were also sent to K-5 teachers via email.

Leadership reflection meetings with assistant principals

The K-5 SDTL met with both elementary principals to facilitate a reflective discussion about leadership. Through observations and supervision meetings, it has become evident that additional leadership is needed at the school to carry out all of the academic and social-emotional programming the school needs to deliver on. In order to get a sense of the AP's leadership stories and trajectories, the SDTL met with each one separately. Below is the agenda for the meetings:

Part I. Reflective Discussion (25)

1. Describe your personal leadership journey at Challenge Charter School.
2. Describe the strengths and areas in need of improvement of the K-5 Leadership Team. What did the team accomplish this year? What does the team want to achieve next school year?
3. Describe the next chapter in your leadership journey

Part II. K-5 Updates (15)

This is where I will ask about teaching and learning items.

Part III. Open (10)

This time is for us to discuss anything you would like to discuss.

EOY Learning Walks

The senior director of teaching and learning joined the elementary school learning walks. Classrooms at both sites were observed. The K-5 Executive Coach and interim director of operations joined the walk and assisted with data collection. The principal will summarize the team's findings and will share with the entire school community. It should be noted that while scholars are participating and are joyful, we need to examine how engaged in learning scholars truly are.

Special Education

The SDTL facilitated a special education meeting with the principal and director of special education on April 26, 2022. The director of special education shared that there are two ICT teams of concern. The ACR visit was discussed. The SDTL shared a planning tool for special education focused visits. The tool is at the end of this report.

Special Education Program Visit Questions

1. Provide a link to your most updated Appendix C:
Are any changes needed now? What changes do you anticipate for 2022-23?
2. Do you regularly complete the Initial Referral Form (Appendix B) when students are initially referred for special education evaluations? (Y/N) What accompanying information do you give the CSE and parents regarding initial referrals? **Provide sample documents via links.**
3. How do you work with your CSE to prepare for and conduct IEP meetings? Provide three example [high, medium, low] teacher reports and link them here.
4. How do you ensure that all teachers and related service providers have access to their students' IEPs and are informed of their responsibility to implement the IEP accommodations, modifications, and supports? **Provide samples if applicable.**
5. How do you ensure that classroom teachers, SETSS teachers, and related service providers collaborate to support students with disabilities? **Provide 1-2 sample meeting notes.**
6. What do you do when a student enters your school with an IEP program recommendation that the school does not currently have?
7. What types of specially designed instruction do you implement and how are they reflected in your students' IEPs? **Please provide examples regarding content, methodology and delivery of specially designed instruction.**
8. What trainings, professional development, or coaching does the school provide to teachers and staff regarding specially designed instruction? **Be specific.**

9. What other academic and behavioral supports do you use to ensure that students with IEPs receive meaningful educational benefit?
10. *How many behavior intervention plans are in place for students with an IEP? Are the plans being implemented and progress-monitored?*
11. What methods do you use to monitor academic and behavioral progress for students with disabilities? **Provide a sample.**
12. How do you inform parents of their child's progress toward meeting the IEP annual goals? **Provide a sample.**
13. Do you have any overall feedback regarding your work with your CSE?
14. Do you have any overall feedback regarding the Guide to Special Education Procedures for Students attending charter schools?

Student Observations

During the student observations, the NYCDOE will consider the questions below for each student in the sample:

1. Is the student participating in the program(s) recommended on the IEP?
2. Is the student receiving the related services recommended on the IEP?
3. Are the accommodations recommended on the student's IEP being implemented?
4. Are the modifications recommended on the student's IEP being implemented?
5. Is the student receiving specially designed instruction in accordance with the IEP recommendations?
6. If the student has any behavioral challenges reflected on the IEP, are those challenges being addressed in accordance with the IEP recommendations?
7. If the student has a behavior intervention plan, is it being implemented and progress-monitored?
8. How is the school monitoring the student's academic progress and how does the school report progress to the parent?



Attachment #3



Ms. Nicole Griffin
Challenge Preparatory Charter School- Elementary
Principal Report
May, 2022

The Rebound - "Accelerating learning through care, clarity and collaboration."

Enrollment

At this time, enrollment has ceased due to the MATH test taking place April 26-April 28.

Attendance

Attendance Report - APRIL 2022

Instructional Days - 15

PRESENT - 8,305

PRESENT % - 89%

ABSENT - 1022

ABSENT % - 11%

Curriculum and Instruction

ELA Focus- Organizing Center:

- Rising to the Challenge- The goal of this unit for scholars to create an essential around a problem and figure out ways to solve it. Scholars in each class will work independently on the research and present their findings orally.
- POETRY Grades K-2 (Ended on April 29th)
The goal of this unit is to show how poetry can be used to promote social and emotional learning, build community, and establish relationships as well as strengthen speaking, listening, and writing skills.

- As a culminating activity, Grade 2 scholars presented their poems and received feedback from their peers and teachers. This form of assessment is evidence of one the goals we have worked on this year.

MATH FOCUS (CON'TD)

Based on the data, scholars struggle in the area of geometry and measurement. For the remainder of the year, each grade will focus on this standard providing additional support during the intervention blocks on Fridays.

- Grades 1 and 2 will also focus on adding and subtracting base ten numbers. Regrouping when adding and subtracting.
- Grade 3 will also focus on expressions
- Grades 4 and 5 will continue to provide additional instruction in the area of fractions and decimals

TESTING Information

- Grade 4 Science hands on preparation will begin on May 3, 2022
- NYSESLAT Testing is complete. Teachers will score the exams by June 13, 2022.

Professional Development

- NYS testing - analyzing the data
- Preparing and administering the i-Ready EOY assessments
- Continued PD unpacking the standards- Specifically the reading, speaking and listening and writing standards
- Building assessments into instruction
- Designing Unit 5 of ELA and Writing
- Grade Team Leaders continues to meet twice a week with grade teams to work on lesson planning with a focus on the standards and objectives

Special Education - CONTINUED Collaboration

For the next two months, collaboration with the Director of Special Education and the Special Education Liason will take place to ensure we have the following in place:

- Sped related professional development for our ICT staff
- Action plans for at risk-scholars

Currently, the Special Education Liaison meets with the CTT teams to facilitate planning of modified instruction, professional development and or IEP goal setting.

	# Of SWD Students
K	11
1	21
2	21
3	16
4	16
5	13
	Total 98

Remote Instruction

Currently, we have one scholar on our roster who receives remote instruction due to a suspension.

Highlights

- Scholastic Book Fair- We raised over \$5,000
- Cheetah Snack Shack Store- We raised \$900.00 Proceeds will be used to purchase strategic games such as chess and checkers for scholars to use during recess



Attachment #4



CHALLENGE CHARTER SCHOOL

2021-2022 Principal's Monthly Board Report

Mavgar Mondesir-Gordon, Principal (Grades 6-10)

School Year 2021-2022 Report May 20, 2022

Current CCHS Enrollment:

Cohort Group	Grade Level	Enrollment as of...							
		Oct. 15, 2021	Nov. 12, 2021	Dec. 10, 2021	Jan. 14, 2022	Feb. 16, 2022	Mar. 22, 2022	Apr. 14, 2022	May20, 2022
#3	G. 10	44	46	45	45	45	45	45	45
#4	G. 9	71	73	73	73	71	71	70	70
TOTAL		115	119	118	118	116	116	115	115

Current CCMS Enrollment:

Cohort Group	Grade Level	Enrollment as of...							
		Oct. 15, 2021	Nov. 12, 2021	Dec. 10, 2021	Jan. 14, 2022	Feb. 16, 2022	Mar. 22, 2022	Apr. 14, 2022	May20, 2022
#5	Gr. 8	76	76	73	72	72	72	72	72
#6	Gr. 7	70	69	64	63	60	64	64	63
#7	Gr. 6	93	92	92	91	85	89	86	84
TOTAL		239	237	229	226	217	225	222	219

CCMS Attendance Statistics:

C o r p o u r p t	G r a d e l e v e l	Attendance Rates							
		Sep 14, '21 - Oct 15, '21	Oct 18, '21 - Nov 12, '21	Nov 15, '21 - Dec 10, '21	Dec 13, '21 - Jan 14, '22	Jan 17, '22 - Feb 16, '22	Feb 17, '22 - Mar 21, '22	Mar 21, '22 - Apr 14, '22	Apr 15, '22 - May 20, '22
#3	Gr. 10	93%	91%	84%	76%	83%	86%	86%	77%
#4	Gr. 9	95%	94%	90%	77%	89%	85%	92%	91%
#5	Gr. 8	89%	90%	89%	78%	88%	93%	91%	90%
#6	Gr. 7	92%	89%	88%	82%	91%	94%	93%	90%
#7	Gr. 6	83%	84%	83%	84%	88%	93%	93%	89%
CCMS Average		88%	88%	86%	81%	89%	91%	92%	90%
CCHS Average		94%	93%	88%	76%	87%	90%	89%	86%
6-10 Average		90%	90%	87%	79%	89%	90%	91%	87%



Please note that these numbers are due to errors in enrollment and registration.

ATTENDANCE:

- Staff and scholar attendance rates are showing the typical dip we experience near the end of the school year during in-person programming. Several incentives like dress-down days, increased club events, and fun social activities have been implemented to combat attendance issues.

STAFFING:

- CCMS has made no gains in staffing and has one more vacancy added. To date, the following vacancies stand.
- Grade 7 Science Teacher
 - Grade 7 SS Teacher
 - Spanish Teacher
 - Grade 6 Math Teacher - Covered by Mr. Vil (Math Coach)
 - Grade 6 Math TA
 - Grade 6 Science Teacher - Covered by AP Sonnichsen.
 - Grade 6 SWD Teacher - In the meantime, teachers are scheduled to provide SETTS Services to scholars.
 - Grade 7 SWD Teacher - Teachers are scheduled to provide SETTS Services to scholars in the meantime.
 - Family Engagement Coordinator (6-10)
 - Grade 8 Math TA
 - Grades 6-8 Assistant Principal
- CCHS has made no gains in staffing. To date, the following vacancies stand:
 - English 9 Teacher - Candidate declined the offer due to family issues.
 - English 10 Teacher - Principal Gordon covers this class until a teacher is hired.
 - Grade 10 SETSS Teacher - In the meantime, a teacher is scheduled to provide SETTS Services to scholars.
 - Ms. Reid and Mr. Merrell are covering Algebra I teacher - Classes.
 - CCHS Spanish Teacher - Class is covered by Mr. Medina

NB: To date, the Principal has reached out to Ms. Luton, who has urgently begun the search and is actively searching for the ELA, Math, and Health/PE teachers and staff to fill the vacancies for the 2022-2023 school year.

SOCIAL-EMOTIONAL LEARNING (SEL)

- Covered in the homeroom (8:00 a.m.-8:25 a.m.) Grades 6-10 continue with the Second Step SEL lessons focusing on Bullying and Harassment. Teachers have been provided with the PD for this Unit.
- The Mood Meter has also been incorporated into the classroom SEL support. As well as



using the first seven minutes of classes at certain periods of the day to check in and establish scholars' moods. We believe that this support will help us improve our scholar's academic standing and encourage them to speak about their feelings and as we validate their feelings as well—giving way to strategies to help them cope.

- The importance of the social-emotional lessons is to provide a foundation for safe and positive learning to provide scholars with the strategies necessary to succeed in school, careers, and life. We continue to focus on all 5 of the SEL Competencies throughout the school year.
- CCMS and CCHS Have also partnered with Northwell Children's Hospital and Cohen's Children's Hospital to provide support as part of our SEL work. In these sessions, the scholars are presented with guidance on topics that have reared their unwanted presence in this pandemic era—impeding the socialization process for our scholars.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

- Grade 8 State Science Performance Testing begins on Tuesday, May 24, 2022. Grade 8 State Exam Field Tests in Grade 8 ELA will be administered on Thursday, May 26, 2022. Scholars enrolled in Regents courses continue to engage in Regents Prep work.
- iReady EOY testing begins on Wednesday, May 25, 2022. This will ensure that we gather all required data for required state reporting in June.
- The Lavania Group has begun its training sessions with the Grades 6-8 teachers who have been identified as the humanities teachers for the 2022-2023 school year. Electing a humanities curriculum offers us more flexibility in scheduling and--given the difficulty we have experienced in this school year concerning filling instructional positions--eliminates six instructional positions, as it combines the ELA and the Social Studies teacher for each grade level.
- Scholars have been grouped to make RTI a more structured instructional work in our school. The 2019 New York State Assessment data and the B.O.Y. Diagnostic data guided this work.
- Enrichment clusters were also arranged using the Renzulli Survey data; however, due to COVID Safety precautions, in-school enrichment clusters have been grouped by homeroom and mixed interest. At CCHS, scholars have the choice of two clusters, which are being adjusted to incorporate as little contact as possible. These clusters occur at CCHS during the lunch period.

SPECIAL EDUCATION SERVICES

- Grades 6-8 CLASSROOMS
 - In Grades 6-8, teachers have been recruited to provide SETSS tutoring during their prep times. We were also fortunate to get Ms. Grimes, a SPED Teacher from Alternative Tutoring, to support Grade 6 and 8
 - Dr. Lyle continues to support SPED work on all grade levels while we continue searching for a Grades 6-10 SPED Liaison.
- Ms. Ana Gomez provides ENL services consistently and has successfully and efficiently completed all NYSESLAT testing at the Grades 6-10 level.



DIGITAL PLATFORMS

- Grades 6-10 scholars are using a combination of digital notebooks and hardcover notebooks for all courses now to build writing and engagement stamina. We continue to utilize all our platforms with our eyes on maintaining remote learning strategies and the brick and mortar classroom. A recent shift was implemented to curtail the use of Chromebooks to just 9% of the instructional time to maximize engagement.

PARENT AND SCHOLAR OUTREACH and ACCESSIBILITY

- Attendance letters and nudge letters are continuously sent out to parents via ParentSquare and hard US Mail at CCMS and CCHS. An Expectations reminder letter was sent to High School families via ParentSquare with information about requirements for uniform and work quality.
- The CCHS Social Scientist Team has been working with scholars to better understand their academic standing concerning credits earned toward graduation.
- Efforts continue with respect to getting Parents to register in ParentSquare.

PROFESSIONAL DEVELOPMENT

- CCMS and CCHS have successfully graduated seven staff members in The Inaugural Class of 2022 at Saint Francis College. This will go a long way in closing the certification gap and providing teachers for our scholars in the face of teacher shortage.
- GRADE TEAM PLANNING AND ONGOING PROFESSIONAL DEVELOPMENT
 - Professional development takes place daily:
 - Mon-Thu 11:10 PM to 12:00 PM for Grade 6
 - Mon-Thu 12:50 PM to 1:40 PM for Grades 6-10 core instructors
 - Fridays from 1:30 PM to 4:00 PM
 - Humanities Curriculum - Lavinia Reading Group Consultants via Zoom.
 - Universal Design for Learning, Specially Designed Instruction PD, and Progress Monitoring PD were completed and implemented into lesson plans.
- VERTICAL DEPARTMENT PLANNING
 - Department Teams continue to meet to discuss instructional planning across disciplines.

INSTRUCTIONAL OBSERVATIONS

- The CCMS-CCHS Admin Team members have been regularly supporting instructional periods throughout the day to ensure that instruction is taking place and that outreach is performed as needed. Informal observations have begun in the form of Check-ins. TeachBoost is being used for this task, with a target of 2 long observations and five short observations across the board for the school year.



Attachment #5



Director of Pupil Personnel Services

May 2022 Board Report

Covid-19 Coordinator

Here are the current vaccination numbers for our staff:

169 Fully vaccinated

1 exemption

Scholars Tested Weekly

175

April and May Positive Test Results

31

- CIC Health is now a partner with our school to provide in-school testing. CIC Health offers comprehensive COVID-19 testing services that are accessible, fast, and easy. COVID testing occurs weekly on Monday's.
- The School Health Liaison is now fully trained in all COVID-19 protocols.
- Oversee all COVID-19 protocols and provide supervision to the School Health Liaison
- Support the school community with answers to COVID-19 questions
- Attend weekly Sector-Wide Q&A Calls with the NYC DOE & DOHMH to stay informed of all updated COVID-19 protocols, and inform all leaders about the updates
- Oversee next steps for staff and scholars when they have a positive COVID-19 test result
- The Test & Stay program is now implemented successfully school wide, and scholars will be receiving at-home test kits for the upcoming Spring Break.
- Supervise the internal data collection for all vaccinated scholars K-10.
- Oversee the process of incoming test kit shipments to all sites
- Dental services for all of our scholars K-10 will begin next month
- Oversaw the planning of parental and scholar Vaping 101 workshops to inform and prevent our students from vaping and to inform families of what to look for
- Oversee the upcoming workshops for middle and high school students in sexual health
- Oversee the planning for next year's wellness program for grades K-11

Pupil Personnel Director

Elementary

- Reviewed Second Step lesson pacing data, to ensure all classes are on track with the SEL lesson schedule
- Lead the bi-weekly meeting with the student support team to begin the process of aligning the counseling program school-wide
- Supported the social work interns during weekly check-in's

Middle and High School

- Supported the student support team with the creation of behavioral intervention plans and progress monitoring for at-risk scholars
- Lead the advisory planning meeting with the advisory committee for the new advisory program for our 7th-11th grade scholars

All sites

- Re-established the bi-weekly meetings with the Student Support Teams
- Began the planning sessions for our school-wide comprehensive counseling planning program
- Met with principals about the year-long RULER Adult SEL timeline for next school year
- Assigned a four part training series to support the guidance and social workers with creating the comprehensive counseling program
- Continued building the advisory program for our scholars in grades 7-11
- Collaborated with the Special Education Coordinator on creating a crisis intervention protocol for high risk behavior
- Scheduled a meeting with all principals and senior directors to confirm our school-wide crisis intervention protocol for high risk behaviors
- Planning to train the student support teams next month in CPI de-escalation strategies to prepare them to effectively respond to a scholar in crisis, and to support the scholar and family after the crisis
- Acted as Hearing officer in four hearing proceedings and provided supportive feedback to sites on smoothly welcoming the students back into the school community

Parent Academy Coordinator/ Family Engagement Coordinators

1. The Parent Academy has begun the first workshop entitled The Parent Leadership Academy Training. Parents are enjoying this training and are growing from the information provided.
2. Encourage the collaboration of the Parent Academy coordinator and staff to develop programming for parents next school year, and to prepare all parents to support their children academically and socially and emotionally
3. Meet weekly with the Parent Academy Coordinator on current and future initiatives

4. Established monthly meetings for the Parent Academy Coordinator and the Family Engagement Coordinator for collaboration purposes



Attachment #6



Challenge Charter School

Communications Report - May 2022

Kim Messer, Director of Communications

Communications:

Internal/External

- Class 401 & Class 501 recently celebrated the results of a long Recycling Project to aid a homelessness organization. See the story at: www.challengecharterschools.org/news
- Review of ParentSquare data reveals that 75% of our families are using the app with close to 100% being contactable. I'm in conversation with Mrs. Vaughn and others about how we onboard new families for SY 2022-23.

End of Year Prep

- A lot of EOY Events are in the works which means the creation of fliers, save the date notices, website updates, and coordination of efforts across departments and school sites. See the schedule below:

School-Wide

- Career Fair - June 9 - 10A-2P at 1520 Central in the gym
- Field Day - June 23 - 9A-3P

Elementary School

- 5th Grade Senior Dance - May 20 - 4:00-6:00 pm at 710 Hartman Ln
- Kindergarten Virtual Awards Ceremony - June 8 - 6:30 pm
- 5th Grade Senior Trip AND Kindergarten Playdate - June 9 (Playdate at 9 and 10)
- 5th Grade Senior Brunch in the Park - June 10
- Kindergarten Picnic & Bubbles in the Park - June 14 (Rain date June 15) @ 9:00-12:00 pm
- Kindergarten Virtual Stepping Up - June 16th @ 9:00-10:00 am
 - ALSO Photos & Celebration following the ceremony @ 10:30-12:30 pm
- 5th Grade Virtual Awards Ceremony - June 16 @ 6:30P
- 5th Grade Virtual Graduation/Autograph Day - June 21 @ 9:00 and 10:30

Middle School

- 8th Grade Prom - June 9
- 8th Grade Graduation - Live at Far Rockaway High School - June 13 @ 9:30A

- Senior Picnic - June 17
- Plans and deadlines for Parent/Scholar Handbooks will be released in June for school sites; Branding for all of our manuals, guides, etc. will be done to update the look of all of these crucial documents
- ParentSquare rollover: I have alerted Dr. Estep as interim DOO and Mrs. Samuels as data coordinator that we will need to identify dates for rollover for the SY 2021-22 to be archived and begin our new SY 2022-23

Communications Strategic Plans/Budget items

- Being finalized for Mullings review this month
- Meeting with Mrs. Vaughn to coordinate our plans and efforts

Recruitment/Application Promotion:

- Application promotion has slowed but continues via our website and social media to help boost our waitlist numbers.

Bigger Projects

- Continued Development of a Communications Guidebook continues. This document includes our Brand Guidelines, an annual calendar of campaigns across our school, and more.
- Continued work the Crisis/Emergency Response Plan for the school - this entails the Crisis Response Plan (grief response), Crisis Communications Plan (detailed strategic response), Safety Plan (operations) & possibly other documents.



Attachment #7



May 13, 2022

Ms. Natalie Zadok: Director of Special Education Grades K-10

1. Develop a Vision

- Developing a streamlined vision for the Special Education Department that exemplifies integrity, equity, collaboration and empowerment for all scholars and their families to exhibit best academic and social emotional achievements.
- Meeting with Administration and School building leaders to assess the current Special Education Program in order to incorporate specific tools to strengthen the management of Scholars with IEP’s across all Grades K-10.
- Gaining staff buy-in by means of empowering them to maximize scholar’s with IEPs goals as well as academic achievements as well as social emotional milestones.

2. Special Education Scheduling and Planning: Maintaining the Special Education IEP Spreadsheet and Caseloads

Requires entering every scholar’s Grades (K-10) OSIS# in SESIS to identify scholars with IEPs in order to align them with the correct services and providers needed

3. IEP Mandates & Service Totals Grades K-10

Site	Grade	Total # Of IEPs	Related Services				
			ICT	SETTS	Speech	Counseling	OT
Elementary	K	11	08	2	13	2	6
	1	21	15	0	18	2	10
	2	21	17	0	14	8	05
	3	15	13	4	8	5	1
	4	16	12	2	12	4	1
	5	13	10	1	3	6	1
Middle	6	16	5	9	7	4	3
	7	7	1	6	5	5	None
	8	15	2	10	8	8	None
High	9	11	None	10	4	4	None
	10	8	None	7	3	3	None
Totals		154	83	51	95	51	27

4. Staffing

- Continuing to seek Special Education Certified Instructors to fill vacancies.
- Grades 6-8 Admin has stated is seeking Certified Setts Teachers
- Grades 9-10 Admin has stated seeking Certified Setts Teachers
- Seeking Connections with Community Colleges for Pathway to Certification for existing staff to build from within

5. Billing

- Collaborating with finance to ensure that all data is aligned for Vendor Portal
- Supporting Special Education Liaisons to deliver accurate data for SPED Billing
- Requested a Billing timeline for the remainder of the year so that SPED staff can be aware of pertinent billing deadlines to ensure seamless transmission to the billing department.
- Suggested an In-House excel sheet be circulated at all sites with a list of recent discharges as well as new admits to ensure SESIS data is compliance with In-House changes in order to assist with billing discrepancies
- Continuous support to both Special Education Liaisons at K-5 as well as 9-10

6. Current Action Items

- Supporting the needs of K-5 as well as 6-10 Special Education Liaison with (CSE#4) Policies and Procedures to ensure that all IEP cases are assigned annual, tri-annual, re-evaluation, initial and misaligned IEP meeting dates. Gathering all data such as Teacher Reports, IREADY, F&P, Behavioral Anecdotal logs from designated staff in order to submit to the CSE. Coordinating, sitting in on as well as leading all CSE meetings Grades K-10 until the new hire in Grades 6-10 is trained as well as a new liaison to be hired in Grades K-5.
- Ensuring the partnership with CSE District #4
- Ensuring that related service agencies are appointed to CPCS in order to ensure related service (Speech, OT, PT, and Para) services begin in a timely manner to avoid any lapse in services provided to scholars.
- Collaborating with CSE to assign related service providers, as they are resolving a shortage of employee barriers due to non-compliance of the vaccine mandate.
- Supporting the ELL provider to send home 200 Home language surveys for Grades K-2 as the data was missing, hence not allowing the ELL provider to administer the Nysitell Exams.
- Continuing to tally the returned parents' surveys.
- Assessing the space in each facility in order to secure a private area for CSE Psychologists and Social Workers to interview parents as well as assess and test scholars. Collaborating with Admin to ensure that there are ample conditions for SETTS providers to efficiently pull scholars for individual and small Group interventions.
- Collaborating with Grades K-5 Provider, Mr. Salazar as well as CCMS ELL provider Ms.Gomez to ensure all ELL scholars are re-assessed as well as initially assessed to gain clear benchmarks of scholar's ELL plans.
- Collaborating with ELL External Consultants to implement academic plans that will fully encourage our ELL scholar's overall success and achievements according to their individualized needs and goals.
- Aligning ELL Charter goals and policy to the ELL Program Grades K-10.
- Weekly check-Ins to manage current caseload with District Psychologist to ensure alignment and discuss particular issues that arise within each case.
- Attending and supporting IEP meetings Grades K-10 to ensure compliance and continuity of suggested programs remain intact.
- Attending CST meetings to support Social Emotional, Behavioral as well as Academic Supports Grades K-10
- Assisting newly hired employees to attain SESIS access by collaborating with the Director of Operations to enter them into the Galaxy system.
- Panelist on the Open-House Events Grades K-10
- Sped Coaching led by Lauren Barkan
- TNTP Leadership Training

- gathering information for justification to purchase a reading program called S.P.I.R.E that assist with struggling readers as well as those that struggle with Dyslexia
- Delivering Professional Development to newly hired staff in the ICT classroom that are Gen Ed Certified
- Creating a calendar for ongoing PD's for remainder of the school year
- Gaining ATS access to access scantrons to test ELL scholars
- NCI Crisis Intervention Training Certification
- Prepared Projected related service cases for Agency outreach
- Attended Related Service Fair for Network and PR purposes
- Preparing items for Medicaid Reimbursement for related services via DOE request

7. Mobilizing Community Resources to support families with scholars with IEPs to secure the necessary external resources needed for scholars to maintain best academic as well as social emotional benchmarks this 2021-20220 school year.

- Partnering with New Horizons and Sheltering Arms Agencies in Far Rockaway to ensure that families receive the services needed upon initiating the need for community support.
- Providing families with access to their parental rights under the IDEA Law that serves as a guide for parents with scholar's IEP compliance as well as parent empowerment support guidelines.
- Conducted one on one Parent meetings via Google Meet and Telephone conference to address specific needs that arise prior to the first day of school for scholars with IEP's services that include Initiating, Maintaining as well as Re-Evaluating scholar's IEP cases.
- Providing support staff with Suicide Prevention resources for scholars.
- Collaborating with Liaisons and Parent Coordinator to secure appointment slots to assist parents to secure a Speech and OT provider via the RSA process.
- Seeking Community and CSE support for scholars experiencing trauma-related incidents such as accidents and or inability to attend in-person school due to comorbidity conditions that promote greater risk with COVID-19 risks.
- Supporting parents of scholars with IEPs to attain door-to-door as well as closest curb pick up and drop off services.
- Supporting families with scholars that have IEP's attain necessary resources needed as a direct result of COVID-19.
- Aligning with Community Physicians and Health Care Clinics that can support families with IEPs, immediate health and social emotional well-being as well as assessments for initial IEPs.

8. Sites (K-10) External Providers COVID-19 Preparation

- Delivering CPCS COVID-19 Guidelines and Safety Protocol to all Related Service agencies providers that will be conducting in-person sessions with Scholars at all sites.
- Related Service agencies have received a copy of the CPCS COVID-19 safety policy and have agreed to have their providers adhere to the CPCS COVID-19 Safety measures.
- Collaborating with CSE to conduct misaligned Scholar IEP meetings to ensure compliance
- Weekly Check-Ins with providers to ensure session compliance
- Aligned with the CSE Chairperson of Related Services to ensure SESIS Encounter Attendance for providers to conduct.
- Aligning with Related Service Agencies to request transmittal from the CSE for new admits that have an IEP.
- Managing provider's time sheets and attendance to ensure efficiency of session service.

9. Professional Development Resources

- Meeting with the Special Education Collaborative to review a package that will suit the needs of CPCS staff Grades K-5 for Special Education Workshops that include (Co-Team Teaching Strategies, Specially Designed Instruction, creating Behavior Intervention Plans as well as Functional Behavior Analysis plans etc.).
- Meeting with ELL External Consultants to create plans to enrich the ELL Department via identifying, testing and aligning ATS data to ensure that scholars' home language is precise in order to administer the NYSITELL Exam.
- Creation of In-house Professional Development Presentations that highlight Special Education tools, resources and guidelines to staff.
- Mentoring Special Education Liaisons Grades K-5 & 6-10 on proper dialogue to conduct discussions with families on sensitive issues.
- Creating individual plans for scholars with IEP's that have missed extensive days due to medical conditions that can be complicated should they contract COVID-19 Plans include Teacher check-in's as well as distribution of instructional items on a bi-weekly basis , parent training on how to access instructional supports on scholars chrome books as well as social emotional check-ins and support .



Attachment #8



Student Enrollment and Recruitment Monthly Report
 Janisa Vaughn, Director of Student Enrollment and Recruitment
 May 20, 2022

CCS STUDENT ENROLLMENT

TOTAL ENROLLED	955
Approved Charter Enrollment	1056

Site	Grade	2021-22 SY Charter Goal	Scholars Currently Enrolled 5/20/22
Elementary	K*	120	102
	1*	120	115
	2*	120	118
	3	96	96
	4*	96	95
	5	96	95
Total			621

Middle	6	96	84
	7*	72	63
	8	72	72
Total			219

High	9	72	70
	10*	96	45
Total			115

* The waitlist is currently exhausted.

2022-2023 SY Enrollment		
Grade	Available Seats	Currently in Registration (5/20/22)
K	120	120
1	18	19
2	10	5
3	7	6
4	4	4
5	5	4
6	-	10
7	16	15
8	12	12
9	-	12
10	5	2
11	-	11
Total	197	220

Available seats for 2022-23 SY are determined by current enrollment vacancies.

CCS DISCHARGE SUMMARY REPORT

Dates: April 15, 2022-May 20, 2022

Total: **7 scholars**

Scholars were discharged from grades 1,2,4,6, and 7.

All scholars that were discharged moved out of Far Rockaway, NY.

STUDENT RECRUITMENT

CCS 2020-23 SY Enrollment

- 220 families accepted their seats and are in registration. This will bring our total enrollment to 1,175 for August 2022. We will continue to offer seats and enroll scholars to meet our charter enrollment goal.
- The kindergarten playdate will occur on Thursday, June 9, 2022. 96 families registered for the event. Ideal Uniform will be onsite to assist parents with uniform purchasing and ordering.

Rising 6th and 9th Grade Update:

Grade	Yes, continuing with CCS for 2022-23 SY.	No, attending another school.	Undecided
Rising 6	85	6	4
Rising 9	61	5	6

Parent outreach will continue to speak with families who have not decided.



Attachment #9



**Director of Operations (Acting)
May 2022 Board Report
May 20, 2022**

With the resignation of Venessa Lynch effective April 30, 2022, Dr. Mullings that I assume the duties of the Director of Operations on a coverage basis until a new full-time Director could be hired as of May 2, 2022.

As a reminder the Director of Operations oversees matters related to the operational management of Challenge.

Responsibilities

- Creates a detailed start-up checklist and ordering list to ensure that the school starts each year prepared and fully stocked;
- Facility: Overseeing site management and development and ensuring that the school site is maintained as a safe and clean environment.
- Food and Transportation: Manages food and transportation services;
- Student Data: Manages primarily student attendance at each site and generates reports as needed in conjunction with the Principals;
- Manage logistics of all special school wide events and projects;
- Manages the registration process of each scholar updating and maintaining each scholar's student records;
- Creates and oversees each site's Safety Plans;
- Oversee and maintains school facilities ensuring that building rules and regulations are met for all government agencies i.e. DOH, FDNY.
- Manages and maintains the Purchase Order System with the Director of Finance;
- Regulations and Reporting: Ensures school-wide compliance with health and safety laws, state education mandates and all federal and state workplace regulations in coordination with the CEO and Senior Advisor;
- Manages the K-5 Operations Manager, 6-8 Operations Manager, and the 9-12 Operations Manager, assigned School Aides, Custodial staff, and contracted/assigned Department of Health Nurses;
- Manages and maintains [in conjunction with the Director of Finance] the inventory of all equipment, furniture, etc. being "audit" ready at all times;
- Performs other related duties as required and assigned;
- Overseeing operations in a manner consistent with all applicable local, State and Federal statutes and in compliance with the organization's by-laws, policies and procedures.

Assessment

Over the last three weeks I have been doing an assessment of where we stand on an operational front. With Mrs. Lynch being on maternity leave followed by an extended Family



leave the supervision of Operations personnel was shared by several individuals. With my appointment by the CEO to serve as “acting” Director of Operations the supervision of all operations staff returned to the Director of Operations.

I am in the process of meeting with each principal to make sure the operations at each site is being handled appropriately and to begin the process of identifying summer site facility updates for the 2022-23 school year.

The Operations team is a very dedicated group of individuals who are committed to serving the needs of our scholars and staff.

New Operations Manager – High School

Lisa Luton has been hired with the approval of the CEO to serve as the Operations Manager for the High School. Ms. Luton will continue to cover her role as Talent and Recruitment Manager until her successor is hired.

Respectfully submitted,

A handwritten signature in black ink that reads "Michael R. Estep". The signature is written in a cursive style with a large, stylized "M" and "E".

Michael R. Estep
Director of Operations (Acting)



Attachment #10



Director of Technology Report

May, 2022 - Dale Richardson

—

I: Current Work

A: FCC's Emergency Connectivity Fund

- The FCC's Emergency Connectivity Fund (ECF) is a \$7.17 billion program that will help schools and libraries provide the tools and services their communities need for remote learning during the COVID-19 emergency period: <https://www.fcc.gov/emergency-connectivity-fund>
- Challenge has applied for 458 Chromebooks, to be purchased on the 1st of 2023. Only 458 were applied for, as the FCC has enacted strict rules, which prohibits any device from being stored - all devices must be distributed to students and can not be held in a cart. Additionally, this is a needs based program and parents/guardians will have to sign a declaration form.
- This fund is subject to approval.

B: Potential ID machines

- In order to re-active on premises sign in/out a new ID system is being sourced.
- At the moment Instacard looks to offer the best integration with ADP. <https://instantcard.net/instantcard-for-adp-workforce-now/>

C: iPads

- Challenge has received a donation of \$5,000 towards purchasing iPads for our students
 - We are currently working with Apple to secure devices.
-



II: Future Work (High ticket items are currently on hold. However, the following three projects should be held as a priority).

A: Independent Cyber Security Audit.

- An independent cyber security assessment should be completed by June 2022, in order to satisfy various insurance and state requirements. Ex: https://www.dfs.ny.gov/industry_guidance/cybersecurity
- We have sourced a credible vendor that is willing to access all sites for a total of \$42,327.00.

B: A single phone number to reach our entire organization?

- In an effort to increase customer experience. I have made an inquiry to revamp our phone system under a single unified number.
- Once the user dials the new number, they will have the ability to choose the site they wish to contact.
- Having a single unified number will assist with advertising, by allowing flyers to be a little less cluttered.
- A single unified number will also be useful for our web presence. Ex: When one google's "Challenge Charter School," google currently presents the phone number for 710 Hartman Lane. Google should have a single number capable of reaching each site.
- A proposal will be provided by a vendor for consideration, with the goal of a summer implementation if approved.

C: Potential Security Cameras

- We are currently sourcing quotes for security video cameras, which are intended to be placed at 710 Hartman Lane and 1526 Central Avenue.



- These will be new systems and may incur the cost of additional servers and internet equipment, to manage the bandwidth.
- A proposal will be provided by a vendor(s) for consideration, with the goal of a summer implementation if approved.

III: Risk Factors or Challenges (Fortunately, no major risks or challenges have risen, since our last report. However, the following should be considered high-priority as we will need to acquire alternate funding for equipment).

A: Reso A funding

- Challenge Prep Charter School was allocated \$250K in Fiscal Year 2022 (FY22) for a Reso A Technology project by the Council Member.
- We were requested to complete paperwork, notarize, and send in order to ensure a timely delivery. This was completed in January.
- On 3.15.2022 we were told by the Reso A vendor, "We have not yet received the FY22 Tech/procurement certificate to proceed from the office of management and budget, but do anticipate it coming shortly. Once we do, the principal can expect outreach from DOE's DIIT."
- We should be thinking of other funding sources to outfit our high school location @ 1520 Central Ave, as these funds may not be distributed anytime soon, and our school will be expanding in the 2022/2023 school year.

B: Computer Lab at 1520 Central Ave (with Reso A)

- Apple desktops have been ordered via RESO A Grant Funding.
- Interactive boards have been ordered via RESO A Grant Funding.
- Printers have been ordered via RESO A Grant Funding.
- We have been updated on 3.15.2022 that Apple Desktops have been discontinued.



- It has been updated on 3.15.2022 that Interactive boards are backordered, with a current cue of 12 - 18 months.
- We have been updated on 3.15.2022 that the vendor is unsure of delivery time, as equipment will take "some time" to arrive at their warehouse and will take "some time" after that to arrive at Challenge.

D: Inventory shortage

- The Lenovos currently being used by teachers are beginning to age and fail.
- New laptops should be purchased via Reso A funding. However, Reso A funding has not been released yet.



Attachment #11



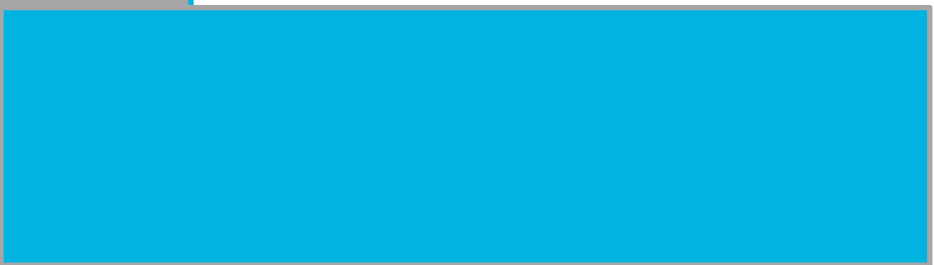
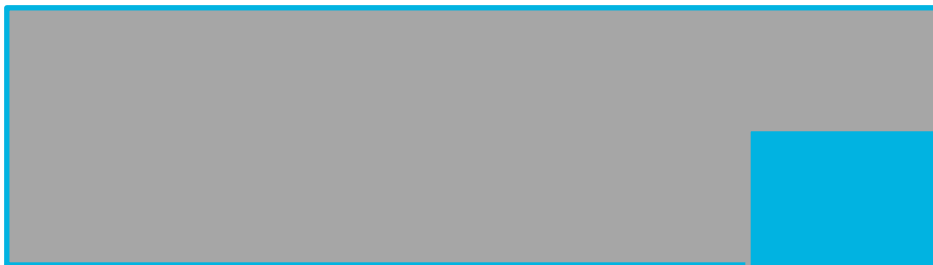
Helping you to focus on what's important
STUDENT ACHIEVEMENT

CSBM
CHARTER SCHOOL
BUSINESS MANAGEMENT

experience. expertise. execution.

Challenge Prep Charter School

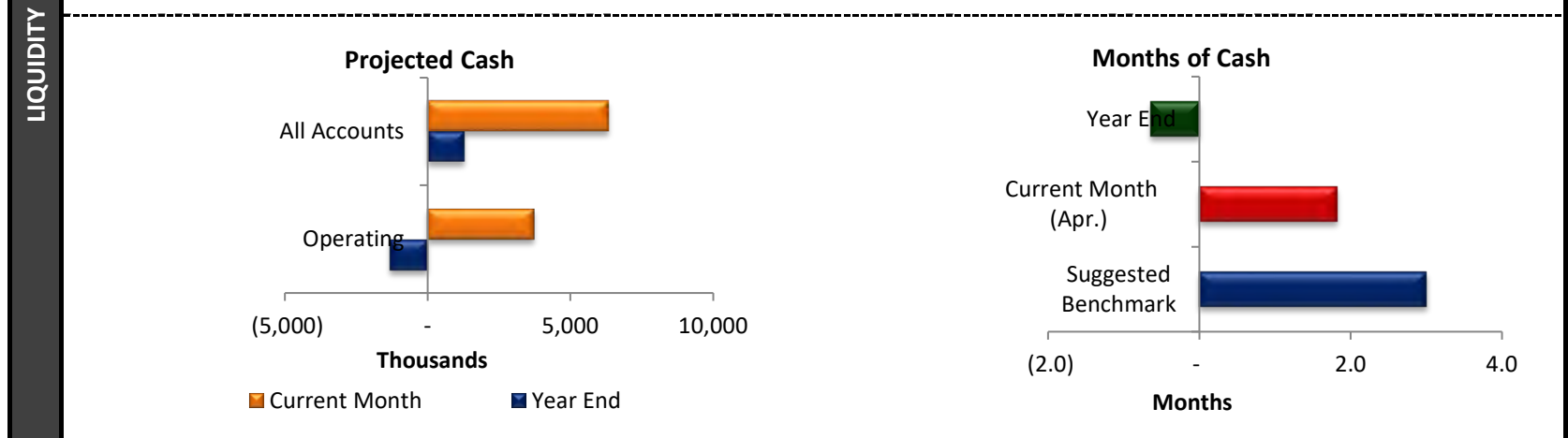
Monthly Financial Report
April 2022



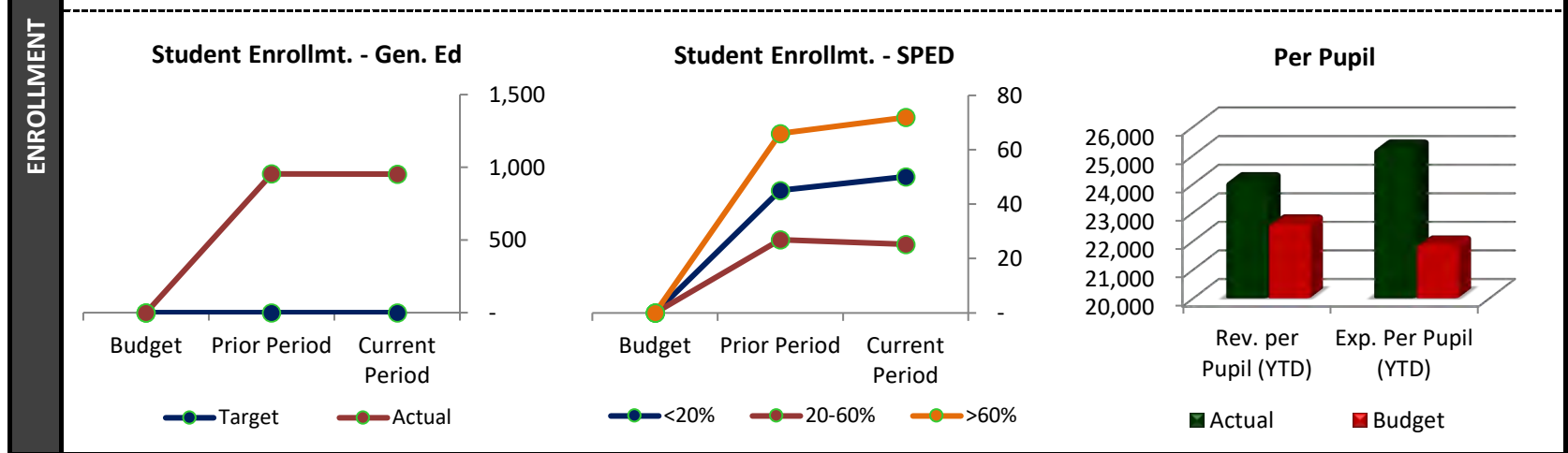
Challenge Prep Charter School

Financial Summary For Period Ended April 30, 2022

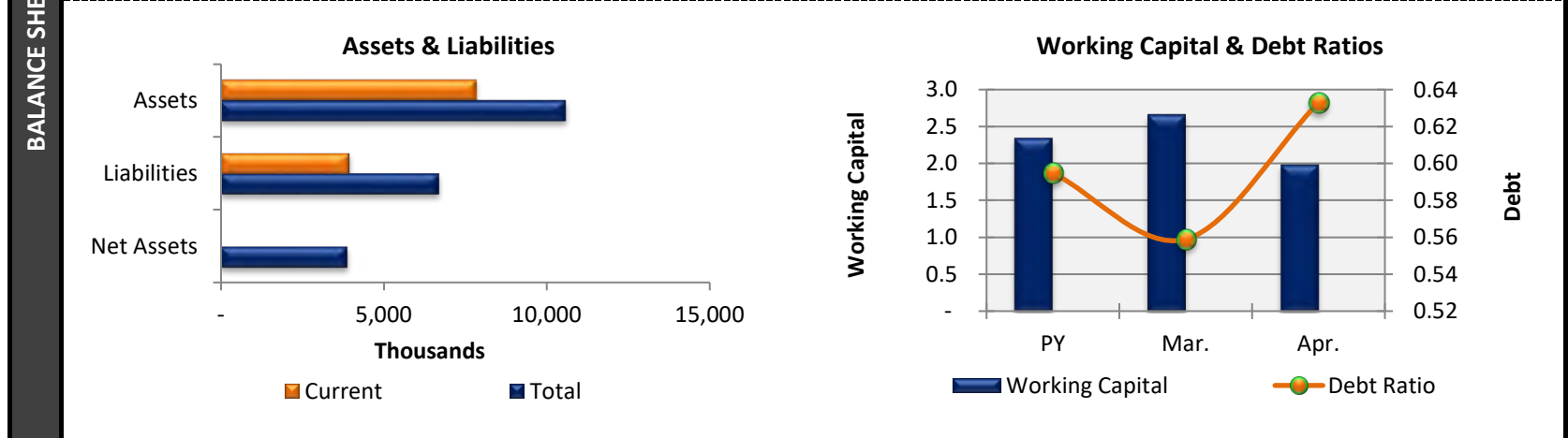
LIQUIDITY	Cash in Bank (Operating Account(s) Only: as of April 30, 2022) \$ 3,715,814
	Projected months of cash on hand 1.8
	Cash in Bank (Total - All Accounts as of April 30, 2022) \$ 6,309,751
	FY Ending Cash Available to Carryover to FY21-22 (Operating Account(s) Only) \$ (1,318,728)
	<i>*Cash balance available once all FY21-22 obligations & receivables have been settled</i>
Projected months of cash on hand (0.6)	
FY Ending Cash Available to Carryover to FY22-23 (Total - All Accounts) \$ 1,275,209	



	Actual	Budget	Variance	Actual	Budget	Variance
General Ed	953.46	1,021.00	(67.54)	\$ 15,398,444	\$ 15,629,468	\$ (231,024)
SPED						
0 - 20%	49.44	41.00	8.44	-	-	\$ -
20 - 59%	27.05	25.00	2.05	281,050	259,750	\$ 21,300
60% - Over	71.00	53.00	18.00	1,352,403	1,009,597	\$ 342,806
Total SPED	147.48	119.00	28.48	1,633,452	1,269,347	\$ 364,105



Total Current Assets:	\$ 7,833,610
Total Current Liabilities:	\$ 3,952,237
Working Capital (Current) Ratio	1.98
Total Assets:	\$ 10,569,874
Total Liabilities:	\$ 6,690,341
Debt Ratio	0.63
Total Net Assets:	\$ 3,879,533



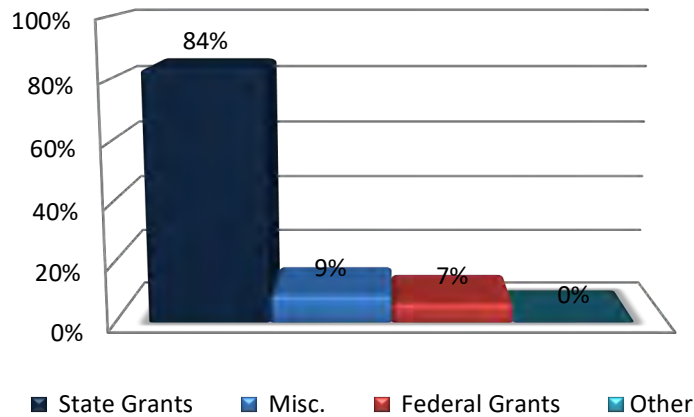
Challenge Prep Charter School

Financial Summary For Period Ended April 30, 2022

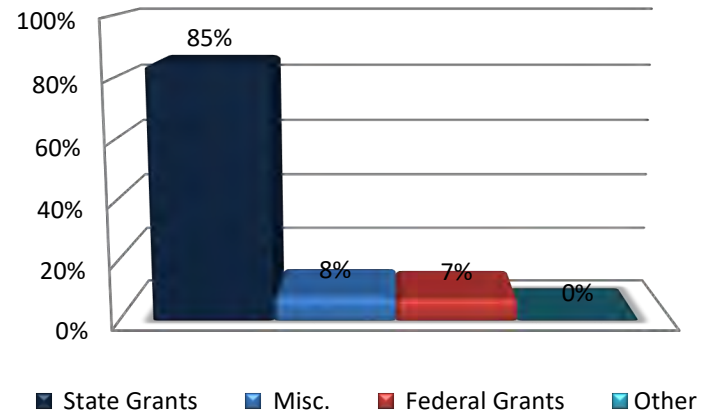
BUDGETING / REVENUE & EXPENSES

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Revenue YTD:	\$ 19,372,718	\$ 19,254,245	\$ 118,474
Total Expenses YTD:	(19,115,593)	(17,891,357)	(1,224,236)
Net Operating Surplus(Deficit):	\$ 257,125	\$ 1,362,888	\$ (1,105,763)
	<u>Projected</u>	<u>Budget</u>	<u>Variance</u>
Annual Projected Revenue:	\$ 22,976,334	\$ 23,097,145	\$ (120,811)
Annual Projected Expenses (before depreciation):	(24,067,643)	(22,343,952)	(1,723,691)
Projected Net Operating Surplus(Deficit) before Depreciation:	\$ (1,091,309)	\$ 753,193	\$ (1,844,502)
Annual Projected Depreciation:	(500,995)	(230,840)	(270,155)
Projected Net Operating Surplus(Deficit) after Depreciation:	\$ (1,592,304)	\$ 522,353	\$ (2,114,657)
Capital Expenditure Requirements	\$ (886,778)	\$ -	\$ (886,778)
Total Cash Expenditures	\$ (22,679,870)	\$ (22,113,112)	\$ (566,758)
Revenue per Pupil (YTD)	\$ 24,098	\$ 22,622	\$ 1,476
Expenditure per Pupil (YTD)	\$ 25,242	\$ 21,884	\$ 3,358

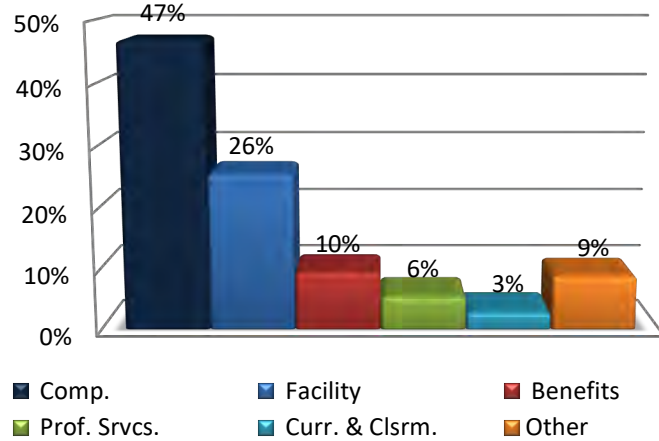
Revenue Breakdown YTD



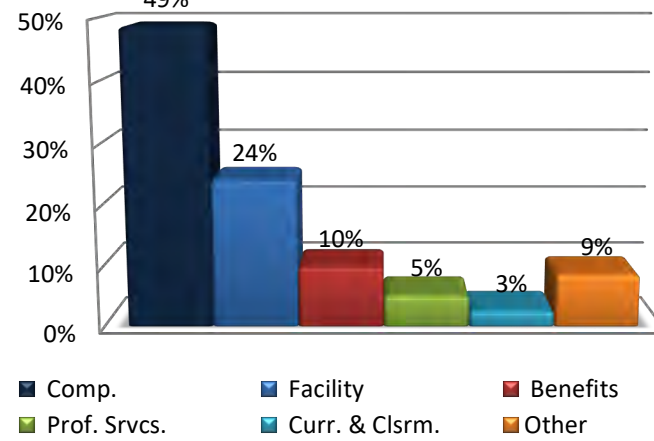
Revenue Breakdown YE



Expense Breakdown YTD



Expense Breakdown YE



Challenge Prep Charter School

Financial Variance Summary

Fiscal Year Ending 6/30/2022	Comments
Net Budget Surplus after Depreciation	\$ 522,353
Increase in Projected Annual Expenses	1,993,846
Net Projected Deficit Variance after Depreciation	<u>\$ (1,592,304)</u>

**Challenge Prep Charter School
Budget vs. Actuals
Fiscal Year Ending June 30, 2022**

	April 30, 2022			YTD Through April 30, 2022			Projected FYE June 30, 2022				Comments
	Actual	Budget	Variance	Actual	Budget	Variance	Current Month Actuals - August 2021 - April 30, 2022 + Projected - June 30, 2022	Projections thru June 30, 2022	Annual Budget	Variance	
Income											
4100 State Grants	1,634,164	1,631,484	2,680	16,287,552	16,353,849	(66,297)	3,205,051	19,492,603	19,616,816	(124,213)	GenEd based on 953.464 SpEd budget based on 70.996 over 60%; 27.05 20-59%
4200 Federal Grants	82,759	164,967	(82,207)	1,265,084	1,650,396	(385,311)	398,113	1,663,197	1,980,329	(317,132)	
4300 Contributions	-	-	-	-	-	-	-	-	-	-	
4400 Miscellaneous Income	226	125,000	(124,774)	1,820,082	1,250,000	570,082	452	1,820,534	1,500,000	320,534	
Total Income	1,717,149	1,921,450	(204,301)	19,372,718	19,254,245	118,474	3,603,616	22,976,334	23,097,145	(120,811)	GenEd based on 953.464 SpEd budget based on 70.996 over 60%; 27.050 20-59%; Adjustments made to Lease Assistance based on unearned revenue for FY21.
Expenses											
Compensation											
5100 Instructional Staff	654,217	721,155	(66,938)	5,854,570	6,337,847	(483,276)	2,262,672	8,117,242	8,653,862	(536,620)	Salary projections based on most recent payroll processing
5200 Non-Instructional Staff	205,423	205,934	(511)	2,127,852	2,059,341	68,511	460,846	2,588,697	2,471,209	117,488	Salary projections based on most recent payroll processing
5300 Pupil Support	126,334	106,739	19,595	1,024,552	1,067,389	(42,837)	291,074	1,315,626	1,280,867	34,759	
5000 Compensation	985,974	1,033,828	(47,854)	9,006,974	9,464,577	(457,603)	3,014,592	12,021,565	12,405,938	(384,373)	Salary projections based on most recent payroll processing
5400 Benefits	183,184	158,858	24,326	1,840,445	1,588,583	251,861	630,281	2,470,726	1,906,300	564,426	
6100 Administrative Expenses	42,902	46,802	(3,900)	512,599	472,890	39,709	114,539	627,138	566,494	60,643	Adjusted based on actuals
6200 Professional Services	127,603	75,167	52,437	1,063,540	739,167	324,374	217,922	1,281,462	921,500	359,962	Based on actuals
6300 Professional Development	6,310	14,424	(8,114)	323,425	133,151	190,274	94,828	418,253	162,000	256,253	Based on actuals
6400 Marketing and Staff/Student Rec	2,270	8,025	(5,755)	96,642	80,250	16,392	27,894	124,536	96,300	28,236	Based on budget
6500 Fundraising Expenses	-	4,458	(4,458)	-	44,583	(44,583)	3,500	3,500	53,500	(50,000)	
7100 Curriculum & Classroom Expenses	53,017	30,130	22,887	550,832	311,859	238,973	88,906	639,739	372,120	267,618	Based on actuals
8100 Facility	510,924	472,131	38,793	4,934,093	4,721,312	212,781	1,061,585	5,995,678	5,665,575	330,103	Based on actuals
8200 Technology/Communication Expens	35,108	16,102	19,006	398,194	161,021	237,173	82,596	480,790	193,225	287,566	Based on actuals
8800 Miscellaneous Expenses	163	83	79	4,104	833	3,271	152	4,256	1,000	3,256	
8900 Depreciation Expense	-	-	-	384,745	173,130	211,615	116,250	500,995	230,840	270,155	
Total Expenses	1,947,455	1,860,010	87,445	19,115,593	17,891,357	1,224,236	5,453,045	24,568,638	22,574,792	1,993,846	
Net Income	(230,306)	61,440	(291,746)	257,125	1,362,888	(1,105,763)	(1,849,429)	(1,592,304)	522,353	(2,114,657)	
Capital Expenditures											
Furniture, Fixtures & Equipment	-	-	-	767,245	-	767,245	45,461	812,706	-	812,706	
Facility and Construction	-	-	-	61,726	-	61,726	12,345	74,072	-	74,072	
Website	-	-	-	-	-	-	-	-	-	-	
Total Capital Expenditures	-	-	-	828,972	-	828,972	57,806	886,778	-	886,778	

**Challenge Prep Charter School
Cash Flow Projection as of April 30, 2022**

	Annual Budget FY21-22	Projected July 21 - June 22	Projected May 22 - June 22	May	June	July + Subsequent FY21-22 Items
Beginning Cash Balance (Operating Account)	4,804,870	6,645,873	3,737,688	3,715,814	854,539	(1,256,791)
Projected Cash Receipts from Operations	23,097,145	3,603,616	831,466	226	226	831,014
(below)						
Projected Cash Disbursements from Operations (below)	(22,574,792)	(5,453,045)	(5,282,238)	(2,083,652)	(2,082,652)	(1,115,934)
Net Cash from Operations	522,353	(1,849,429)	(4,450,772)	(2,083,426)	(2,082,426)	(284,919)
Cash Receipts from Accounts & Misc Receivables (not included in revenue below)	-	-	-	-	-	222,982
Cash Disbursements for Accounts Payable & Accrued Expenses	-	-	(748,946)	(748,946)	-	-
Capital Expenditures (below)	-	(57,806)	(57,806)	(28,903)	(28,903)	-
Accounts Receivable	-	-	-	-	-	-
PPP Loan Payable	-	-	-	-	-	-
PPP Loan Interest Payable	-	-	-	-	-	-
Ending Cash Balance (Operating Account)	5,327,223	4,854,251	(1,519,836)	854,539	(1,256,791)	(1,318,728)
Other Cash Accounts (Net of Transfers)	75,354	-	2,593,937	2,593,937	2,593,937	2,593,937
Total Cash (All Accounts)	5,402,577	4,854,251	1,074,101	3,448,475	1,337,146	1,275,209

Challenge Prep Charter School
Balance Sheet
YTD as of April 30, 2022

	Total	Comments
ASSETS		
Current Assets	-	
Bank Accounts		
1000 Cash		
1001 HSBC Checking - 0844	3,400,591	
1002 HSBC Checking - 0852	21,874	
1003 HSBC Checking - 0879	315,223	
1005 HSBC Money Market - 5972	2,502,062	
1006 Chase Escrow - 3060	70,000	
Total 1000 Cash	\$ 6,309,751	
Total Bank Accounts	\$ 6,309,751	
Accounts Receivable		
1100 Accounts Receivable	819,671	
Total Accounts Receivable	\$ 819,671	
Other current assets		
1300 Prepaid Expenses	177,687	
1301 Prepaid Insurance	24,298	
1310 Prepaid Rent	497,204	
Total Other current assets	\$ 704,188	
Total Current Assets	\$ 7,833,610	
Fixed Assets		
1500 Furniture, Fixtures & Equipment		
1510 Office & Admin Computers & Equipment	256,303	
1511 Classroom Computers & Equipment	1,335,461	
1512 Classroom Furniture	523,884	
1513 Office Furniture	194,049	
Total 1513 Office Furniture	\$ 194,049	
1514 Musical Instruments	16,390	
1515 Computer Software	44,217	
Total 1500 Furniture, Fixtures & Equipment	2,370,304	
1519 Facility and Construction	127,589	
1520 Architect Fees	115,620	
1525 Fire Alarm System	7,500	
Total 1525 Fire Alarm System	\$ 7,500	
1530 Kitchen/Cafeteria	162,079	
1535 Construction In Progress	320,673	
1540 Leasehold Improvements	489,796	
Total 1519 Facility and Construction	1,223,256	

Challenge Prep Charter School
Balance Sheet
YTD as of April 30, 2022

	Total	Comments
1610 Website	11,000	
Total 1610 Website	\$ 11,000	
1700 Accumulated Depreciation & Amortization		
1710 Accumulated Depreciation	(1,785,801)	
1750 Accumulated Amortization	(8,494)	
Total 1700 Accumulated Depreciation & Amortization	\$ (1,794,295)	
Total Fixed Assets	\$ 1,810,265	
Other Assets		
1800 Security Deposits	925,999	
Total Other Assets	\$ 925,999	
TOTAL ASSETS	\$ 10,569,874	
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	725,746	
Total Accounts Payable	\$ 725,746	
Other Current Liabilities		
2301 Accrued Expenses	23,200	
2302 Refundable Advance	1,500	
2400 Unearned/Deferred Revenue	3,201,791	
Total Other Current Liabilities	\$ 3,226,491	
Total Current Liabilities	\$ 3,952,237	
Long-Term Liabilities		
2700 Deferred Rent Liability	2,738,104	
Total Long-Term Liabilities	\$ 2,738,104	
Total Liabilities	\$ 6,690,341	
Equity		
3100 Retained Earnings	3,622,409	
Net Income	257,125	
Total Equity	\$ 3,879,533	
TOTAL LIABILITIES AND EQUITY	\$ 10,569,874	

Challenge Prep Charter School
Statement of Cash Flows
YTD as of April 30, 2022

OPERATING ACTIVITIES	<u>Total</u>	<u>Comments</u>
Net Income	257,125	
Adjustments to reconcile Net Income to Net Cash provided by operations:	-	
1100 Accounts Receivable	(454,223)	
1300 Prepaid Expenses	31,062	
1301 Prepaid Insurance	(24,298)	
1310 Prepaid Rent	(163,028)	
1710 Accumulated Depreciation & Amortization: Accumulated Depreciation	384,195	
2000 Accounts Payable	43,359	
2100 HSBC Loan Payable	(1,792,512)	
2300 Accrued Salaries/Taxes	(725,253)	
2301 Accrued Expenses	(66,099)	
2302 Refunds Payable	(55)	
2303 Accrued Interest - PPP	(17,160)	
2304 Due To Friends of Challenge Prep, Inc.	-	
2400 Unearned/Deferred Revenue	2,886,246	
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	<u>97,234</u>	
Net cash provided by operating activities	<u>354,359</u>	
INVESTING ACTIVITIES	-	
1500 Furniture, Fixtures & Equipment	-	
1510 Furniture, Fixtures & Equipment: Office & Admin Computers & Equipment	(7,154)	
1511 Furniture, Fixtures & Equipment: Classroom Computers & Equipment	(490,913)	
1512 Furniture, Fixtures & Equipment: Classroom Furniture	(132,113)	
1513 Furniture, Fixtures & Equipment: Office Furniture	(137,065)	
1540 Facility and Construction: Leasehold Improvements	(61,726)	
1750 Accumulated Depreciation & Amortization: Accumulated Amortization	<u>550</u>	
Net cash provided by investing activities	<u>(828,422)</u>	
FINANCING ACTIVITIES	-	
2700 Deferred Rent Liability	<u>77,939</u>	
Net cash provided by financing activities	<u>77,939.49</u>	
Net cash increase for period	<u>-396,123.30</u>	
Total Cash at beginning of period	<u>\$ 6,705,873.89</u>	
Cash at end of period	<u>\$ 6,309,750.59</u>	



Attachment #12

CPCS FY23 Returning Academic Personnel - Academic Year Contracts - May 25, 2022

Location	Title	Employee Name	Contract
Elementary School	Classroom Teacher	Ackah, Akiysha	ACADEMIC
Elementary School	Classroom Teacher	Alexander, Catherine	ACADEMIC
Elementary School	Teaching Assistant	Alfonso Carrasco, Carlina	ACADEMIC
Elementary School	Teaching Assistant	Alfonso Carrasco, Shainy	ACADEMIC
Elementary School	Guidance Counselor	Anglin, Hollyann	ACADEMIC
Elementary School	Classroom Teacher	Baker, Marilyn	ACADEMIC
Elementary School	Special Education Teacher	Brady, Corrina	ACADEMIC
Elementary School	Classroom Teacher	Charles-Cummings, Denise	ACADEMIC
Elementary School	Classroom Teacher	Choily, Dawn	ACADEMIC
Elementary School	Classroom Teacher	Cruz, Laura	ACADEMIC
Elementary School	Classroom Teacher	Davy, Mia	ACADEMIC
Elementary School	Special Education Teacher	Denker, Darlene	ACADEMIC
Elementary School	Teaching Assistant	Devallon, Joanne	ACADEMIC
Elementary School	Classroom Teacher	Droblas, Zachary	ACADEMIC
Elementary School	Teaching Assistant	Duncan, Kimani	ACADEMIC
Elementary School	Art Teacher	Durso, Briana	ACADEMIC
Elementary School	Classroom Teacher	Flores, Jamilex	ACADEMIC
Elementary School	Teaching Assistant	Gordon, Marleen	ACADEMIC
Elementary School	Classroom Teacher	Grant, Syvine	ACADEMIC
Elementary School	Classroom Teacher	Gray, Nickeisha	ACADEMIC
Elementary School	Teaching Assistant	Harris, Tylicia	ACADEMIC
Elementary School	Classroom Teacher	Harry, Cornetta	ACADEMIC
Elementary School	PE Teacher	Hassel, Ryan	ACADEMIC
Elementary School	Classroom Teacher	Jansen, Lauren	ACADEMIC
Elementary School	Special Education Teacher	Jones, Simone	ACADEMIC
Elementary School	Classroom Teacher	Kelly, Erin	ACADEMIC
Elementary School	Classroom Teacher	Kelly, Kimberly	ACADEMIC
Elementary School	Special Education Teacher	Kurz, Timothy	ACADEMIC
Elementary School	Classroom Teacher	Lang, Deborah	ACADEMIC
Elementary School	Special Education Teacher	Lloyd, Evelyn	ACADEMIC
Elementary School	Classroom Teacher	Lubin, Rebecca	ACADEMIC
Elementary School	Teaching Assistant	Makinde, Blessing	ACADEMIC
Elementary School	Classroom Teacher	Mclean, Lonzil	ACADEMIC
Elementary School	Special Education Teacher	Meyers, De'Anna	ACADEMIC
Elementary School	Special Education Teacher	Naqvi, Sadaf	ACADEMIC
Elementary School	Social Worker	Nedd, Melissa	ACADEMIC

Elementary School	Special Education Liasion	Novello, Nicole	ACADEMIC
Elementary School	Classroom Teacher	Ortiz, Christine	ACADEMIC
Elementary School	Spanish Teacher	Ortiz, Martha	ACADEMIC
Elementary School	Classroom Teacher	Patrizio, Kaitlyn	ACADEMIC
Elementary School	Classroom Teacher	Perino, Jessica	ACADEMIC
Elementary School	Classroom Teacher	Pilgrim, Candacy	ACADEMIC
Elementary School	Teaching Assistant	Proverbs, Khristie	ACADEMIC
Elementary School	Teaching Assistant	Reed, Elizabeth	ACADEMIC
Elementary School	PE Teacher	Rizzo, Rick	ACADEMIC
Elementary School	Classroom Teacher	Rodriguez-Salazar, Naika	ACADEMIC
Elementary School	Teaching Assistant	Rose, Sharon	ACADEMIC
Elementary School	Teaching Assistant	Russell, Ericka	ACADEMIC
Elementary School	ELL Teacher	Salazar, Sebastian	ACADEMIC
Elementary School	Classroom Teacher	Sarfati, Melissa	ACADEMIC
Elementary School	Classroom Teacher	Scaraglino, Taylor	ACADEMIC
Elementary School	Classroom Teacher	Sciacca, Marissa	ACADEMIC
Elementary School	Classroom Teacher	Simone, Samantha	ACADEMIC
Elementary School	Classroom Teacher	Smith, Bria	ACADEMIC
Elementary School	Classroom Teacher	Sobieski, Shawn	ACADEMIC
Elementary School	Teaching Assistant	Stabiner, Casey	ACADEMIC
Elementary School	Classroom Teacher	Vanella, Marisa	ACADEMIC
Elementary School	Teaching Assistant	Welcome, Lekishia	ACADEMIC
Elementary School	Teaching Assistant	Welcome, Maira	ACADEMIC
Elementary School	Special Education Teacher	Wess, Michael	ACADEMIC
Elementary School	Teaching Assistant	Whittaker, Deanna Kae	ACADEMIC
Elementary School	Teaching Assistant	Williams, Undra	ACADEMIC
Elementary School	Classroom Teacher	Woods, Latonia	ACADEMIC
High School	Teaching Assistant	Channer, Kaydian	ACADEMIC
High School	Teaching Assistant	Charles, Anya	ACADEMIC
High School	Classroom Teacher	Giotta, Jacquelyn	ACADEMIC
High School	ENL Teacher	Gomez, Ana	ACADEMIC
High School	Classroom Teacher	Hill, Damon	ACADEMIC
High School	Classroom Teacher	Hogan, Laura	ACADEMIC
High School	Teaching Assistant	Isaacs, Shannela	ACADEMIC
High School	Classroom Teacher	Manniello, Peter	ACADEMIC
High School	Classroom Teacher	Medina Paula, Nestor	ACADEMIC

High School	Classroom Teacher	Merrell, Scott	ACADEMIC
High School	PE Teacher	Parisi, Daniel	ACADEMIC
High School	Classroom Teacher	Reid, Maya	ACADEMIC
High School	Guidance Counselor	Robertson, Rochelle	ACADEMIC
High School	Social Worker	Robles Jr., Luis	ACADEMIC
High School	Classroom Teacher	Wade Gabb, Gloria	ACADEMIC
High School	Classroom Teacher	White, Taylor	ACADEMIC
Middle School	Guidance Counselor	Armstrong, Kareen	ACADEMIC
Middle School	Classroom Teacher	Chapman, Terrell	ACADEMIC
Middle School	Social Worker	Colón, Dannielle	ACADEMIC
Middle School	Classroom Teacher	Curwen, Dwight	ACADEMIC
Middle School	Classroom Teacher	Dancy, Nyajah	ACADEMIC
Middle School	Classroom Teacher	Kelly, Kurt	ACADEMIC
Middle School	Teaching Assistant	Outlaw, Jasmine	ACADEMIC
Middle School	Classroom Teacher	Ramirez, Indira	ACADEMIC
Middle School	Teaching Assistant	Rivera, Mildred	ACADEMIC
Middle School	Classroom Teacher	Sylvester, Cornelia	ACADEMIC
Middle School	Classroom Teacher	Thomas, Rayon	ACADEMIC
Middle School	Classroom Teacher	Tramell, Shaquira	ACADEMIC
Middle School	Classroom Teacher	Vidal, Corine	ACADEMIC
Middle School	Classroom Teacher	Vilus, Savin	ACADEMIC
Middle School	Teaching Assistant	Williams, Imani	ACADEMIC